

I. INTRODUCTION

This position is located in a Field Office of the Fruit and Vegetable Division, Fresh Products Branch, Agricultural Marketing Service. The incumbent is assigned as Officer-In-Charge of a terminal market office which provides grading and inspection service on a variety of products. The incumbent grades and inspects the full range (typically 30-40) of fresh fruits and vegetables, schedules and assigns work as required, and maintains relationships with area producers, brokers, wholesalers, etc.

II. MAJOR DUTIES

Reviews requests for service, authorizing and making necessary arrangements for service.

Schedules work to provide prompt and efficient service.

Prepares and submits monthly figures to Branch Chief and Regional Director on work performed. Also prepares monthly activity reports on trade happenings in area.

Resolves disputes on grade determinations, which includes advising applicants of their right to appeal and the procedures to be followed.

Explains proposals to amend or revise grade standards to receivers and wholesalers.

Examines and evaluates fresh fruits and vegetables to determine their official U.S. grade in terms of quality and condition in accordance with official standards and related regulations. This includes:

- Selection of representative samples from product lots in accordance with prescribed sampling procedures and plans;

- inspecting products to determine quality, condition, and/or compliance with stated contract specifications;

- preparing inspection reports based on results of examination of product;

- examining and evaluating fresh fruits and vegetables for which no official U.S. grades exist. This includes determining and describing those factors which affect product marketability.

-representing the Branch in the area of consumer information related to the quality of fresh fruits and vegetables.

Normally supervises the activities of one or two graders assigned to the market.

As required, supervises shipping point inspections in a small producing area.

III. FACTORS

Factor 1. Knowledge Required by the Position Level 1-7, 1250 points

Thorough knowledge of the official standards and regulations and of product defects as applied to the full range (15 or more) of fresh fruits and vegetables.

Thorough knowledge of import requirements, marketing orders and agreements, and regulations and requirements issued thereunder.

Thorough knowledge of transportation, storage, and handling practices insofar as they may be causes of product defects, and as applied to an extensive variety of products.

Extensive skill in uniformly and accurately inspecting and grading the full range of products (including those for which no written standard exist) and in establishing and maintaining personal relationships with industry personnel.

Skill in explaining and demonstrating standards and grading procedures to others not in the Agency (e.g., assisting procurement officials in development of specifications for purchases suited to the needs of the concerned Agency).

Factor 2. Supervisory Controls Level 2-4, 450 points

Overall program objectives are defined by the supervisor. The Officer-In-Charge independently plans, performs, and coordinates the day-to-day operation of the terminal market, determining and adjusting specific methods to achieve the objectives established by the supervisor. This normally involves coordinating the work of and providing technical assistance to one or two GS-9 Agricultural Commodity Graders. Priorities are set and work coverage is scheduled by the OIC. Primary responsibility for dealing with the trade in the geographical area serviced by the inspection office rests with the incumbent, who resolves conflicts arising between the office work force and the trade. Grade determinations must be made expeditiously and without consultation with a higher grade supervisor. Rarely are technical situations referred to the supervisor for resolution. Performance is reviewed by supervisory personnel, generally on an annual basis, to determine conformance to established policies and procedures.

Factor 3. Guidelines Level 3-3, 275 points

The primary guidelines are the official grade standards, agency instruction manuals, and supplemental technical and administrative directives. Also available are physical models and visual aids on a great number of products.

The employee selects and applies appropriate guides independently, often making decisions under time pressures brought about by the movement of perishable items in the marketing channels. The employee applies the full range of guidelines available for use.

The wide variety of different products encountered on a day-to-day basis, the unscheduled nature of the work, and lack of lead time with which to review procedures makes the position a mentally demanding one requiring a high retention rate of applicable written guides and experiences.

Factor 4. Complexity Level 4-3, 150 points

The work involves the direct inspection and grading of an extensive range of products. Consideration must be given to the varied types of defects which can occur and the identification of same. Compliance or noncompliance with a number of distinctly separate contract specifications are often determined. Work may also involve direction of other Agricultural Commodity Graders.

Factor 5. Scope and Effect Level 5-3, 150 points

Work involves making final grade and condition determinations and directly issuing certifications. Such determinations affect the product's price and/or acceptability in relation to contract specifications. Both factors affect the financial interests of buyers and sellers.

Factor 6. Personal Contacts Level 6-2, 25 points

Contacts include other graders and the OIC's supervisory personnel, as well as employees and managers of firms involved in fresh fruit and vegetable marketing such as receivers, vendors, brokers, and shippers.

Factor 7. Purpose of Contacts Level 7-3, 120 points

The purpose is to promote and maintain cooperation and suitable working relations with persons in the industry by explaining the agency program and resolving conflicts. This includes explaining grade or condition determinations. Schedules grading and inspection services in cooperation with industry personnel.

Factor 8. Physical Demands Level 8-3, 50 points

Commodity grading work requires periods of physical exertion to lift and move boxes and cartons of product often weighing in excess of 50 pounds; prolonged periods of standing, walking, stooping, bending, and climbing; physical coordination and finger dexterity in both hands to perform digital examinations of commodities and to safely enter and leave rail cars and trailers; ability to detect abnormalities in the commodity through normal or corrected vision in at least one eye for distance, depth perception, and color; and the ability to assure safety in a highly mechanized and/or noisy environment through adequate or correctable hearing; and the ability to determine product quality through smell and/or taste.

Factor 9. Work Environment Level 9-2, 20 points

The work environment includes exposure to adverse outdoor weather, working in refrigerated areas, and exposure to fumes and odors from coolants.

TOTAL POINTS - 2490